

JOB DESCRIPTION
FACILITIES, PARKS AND RECREATION COORDINATOR

JOB CLASSIFICATION: GRADE 4
FLSA CLASSIFICATION: NON-EXEMPT
SALARY RANGE: \$36,400-\$72,800

SUPERVISOR: PUBLIC WORKS DIRECTOR/TOWN ADMINISTRATOR

DUTIES:

- Manage and complete all maintenance and improvements for all Town-owned properties, including Town Hall, Visitors Center, Town Shop, Kendall Mountain Community Center and Recreation area, Molas Lake Campground, Memorial Park, and other facilities and parks.
- Manage the operation of Kendall Mountain Recreation Area including the ski area, ice rink, July 4th camping and other events coordinated through the Town Events Coordinator.
- Assist in planning and developing budgets for operation and maintenance, improvements and upgrades, and infrastructure/equipment needs for all Town facilities.
- Develop and manage adult and youth recreation programs in conjunction with designated goals and objectives established by the Recreation Advisory Committee.
- Identify, seek and administer funding and grants for Town facilities and recreation programs.

ESSENTIAL SKILLS AND RESPONSIBILITIES

- Must be skilled and multi-disciplinary craftsman in construction and landscaping and provide physical labor necessary to properly maintain, repair, operate, construct, and improve Town buildings, facilities, parks and trails.
- Must have ability to:
 - i) Ability to manage numerous concurrent projects and work effectively within specific funding parameters.
 - ii) Access all Town properties, buildings, and facilities, and operate Town equipment (trucks, mowers, backhoe, loader, tractors, snowmobiles, etc.) in a proper and safe manner.
 - iii) Climb in and out of trenches, manholes, confined work areas, deep snow, ladders, stairs, and uneven terrain.
 - iv) Lift, maneuver, and transport loads weighing up to 70 pounds.
 - v) Operate and maintain hand and power tools and equipment, machinery, mechanical ski lift facilities, and other vehicles and equipment in the conduct of job duties and work assignments.
- Ability to organize, direct, coach and participate in athletic programs for youth and adults.
- Ability to work and communicate (written and verbally) with staff, officials and the public.

SUPERVISORY RESPONSIBILITIES:

- Supervision of two full-time employees and several part-time/seasonal employees.
- Must have ability to:
 - i) Delegate work in a clear and concise manner and lead by example.
 - ii) Provide proper supervision and direction to all staff and complete employee evaluations

MINIMUM QUALIFICATIONS:

- High school diploma or GED Certificate plus at least eight years of relevant experience in the maintenance of buildings, properties, landscaping, mechanical equipment, and recreation programs. College degree in construction management and/or recreation preferred.
- Be computer literate with Microsoft applications (Word, Excel, PowerPoint, etc.) and internet/email.
- Have Colorado Drivers License and ability to pass an extensive background check due to recreation work with youth.